

February 27, 1998

MEMORANDUM TO: Distribution

FROM: Michael J. Rubino, Associate Director
Acquisition Services Branch

SUBJECT: Policy Memorandum 98-007 –
Contract File Checklists

1. Purpose. The purpose of this Policy Memorandum is to modify the Acquisition Policy Manual (APM) to revise the contract file documentation procedures and requirements and to revise the three Contract File Checklists provided as APM Exhibit XXIII.
2. References. APM 5.F.2., *Preparing the Contract*, page 5-18
APM 5.G.1.c., *Timeliness (Documentation of Award)*, page 5-21
APM 6.E.8., *Preparing the Contract*, page 6-41
APM 6.J.1.c., *Timeliness (Documentation of Contract Award)*,
page 6-61
Exhibit XXIII, *Contracting File Checklists*
3. Scope. This Policy Memorandum is applicable to all Contracting Officers and other Acquisition Services Branch (ASB) personnel.
4. Background. The APM requires that Contracting Officers maintain current and complete contract files and requires the use of prescribed Contract File Checklists to document file content for awards under Simplified Procurement and Formal Contracting. Currently, the APM requires that all contract file documentation be prepared and included in the contract file within five business days of the award. This Policy Memorandum changes the APM to require that contract files shall be fully assembled (including pre-solicitation through award documentation) in accordance with the APM requirements prior to award and that Contracting Officers shall certify on the Contract File Checklist that the file is complete before executing the contract.

5. APM Change. In accordance with the foregoing, the APM is revised in the following areas:

a. APM 5.F.1.h. is a new section and is stated as follows:

“5.F.1.h. ***Completion of Contract File***. Prior to award (contract execution), the Contracting Officer shall ensure that all documentation relating to the contract are in the file according to the required Contract File Checklist. Documentation shall include that which is required under the APM relating to pre-solicitation, solicitation, evaluation, selection, pre-award reviews, and the award decision. The Contracting Officer shall sign and date the Contract File Checklist certifying that all required documentation is contained in the file in the proper place prior to executing the contract. The Associate Director, ASB, Headquarters and the ASB Field Office Unit Chiefs have the authority to waive this requirement for urgent awards. In these cases, the rationale supporting the waiver shall be documented and the file shall be assembled as soon as possible following the award.”

b. APM 5.F.2. is deleted in its entirety and is re-stated as follows:

“5.F.2. ***Preparing/Executing the Contract***. The Contracting Officer shall prepare and assemble all purchase orders or other contractual documents using the Standard Contract Documents issued by ASB, Headquarters, as referenced in APM, 3.B.10., *Standard Documents*. Where labor categories are used, the purchase order shall also contain definitions of the minimum qualifications needed for performing tasks in the specific labor categories. Prior to executing the contract, the Contracting Officer shall certify that the contract file is complete in accordance with APM 5.F.1.h.”

c. APM 5.G.1.c., *Timeliness* (Documentation of Award) is deleted in its entirety and re-stated as follows:

“5.G.1.c. ***Timeliness***. All documentation must be prepared and included in the official contract file prior to contract execution in accordance with APM 5.F.1.h.”

d. APM 6.E.2.f. is a new section and is stated as follows:

“6.E.2.f. **Completion of Contract File.** Prior to award (contract execution), the Contracting Officer shall ensure that all documentation relating to the contract are in the file according to the required Contract File Checklist. Documentation shall include that which is required under the APM relating to pre-solicitation, solicitation, evaluation, selection, pre-award reviews, and the award decision. The Contracting Officer shall sign and date the Contract File Checklist certifying that all required documentation is contained in the file in the proper place prior to executing the contract. The Associate Director, ASB, Headquarters and the ASB Field Office Unit Chiefs have the authority to waive this requirement for urgent awards. In these cases, the rationale supporting the waiver shall be documented and the file shall be assembled as soon as possible following the award.”

e. APM 6.E.8. is deleted in its entirety and is re-stated as follows:

“6.E.8. **Preparing/Executing the Contract.** The Contracting Officer shall prepare and assemble the appropriate contractual documents using the Standard Contract Documents issued by ASB, Headquarters, as referenced in APM, 3.B.10., *Standard Documents*. Where labor categories are used, the contract will also contain definitions of the qualifications needed for performing tasks in specific labor categories. Prior to executing the contract, the Contracting Officer shall certify that the contract file is complete in accordance with APM 6.E.2.f.”

f. APM 6.J.1.c., *Timeliness* (Documentation of Contract Award), is deleted in its entirety and re-stated as follows:

“6.J.1.c. **Timeliness.** All documentation shall be prepared and included in the official contract file prior to award in accordance with APM 6.E.2.f.”

g. APM Exhibit XXIII, *Contracting File Checklists*, established in Policy Memorandum No. 97-019, is deleted and is replaced with the attached Checklists.

6. Effective Date. This Policy Memorandum is effective immediately.

Policy Memorandum No. 98-007

7. Contact. If you have any questions, please contact David K. McDermott at (202) 942-3434.

cc: Jane Sartori
John Lynn

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